EzyClub

GUIDE

Moderating classifieds and the gallery

For the Moderator role

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https://ezyclub.au/guides

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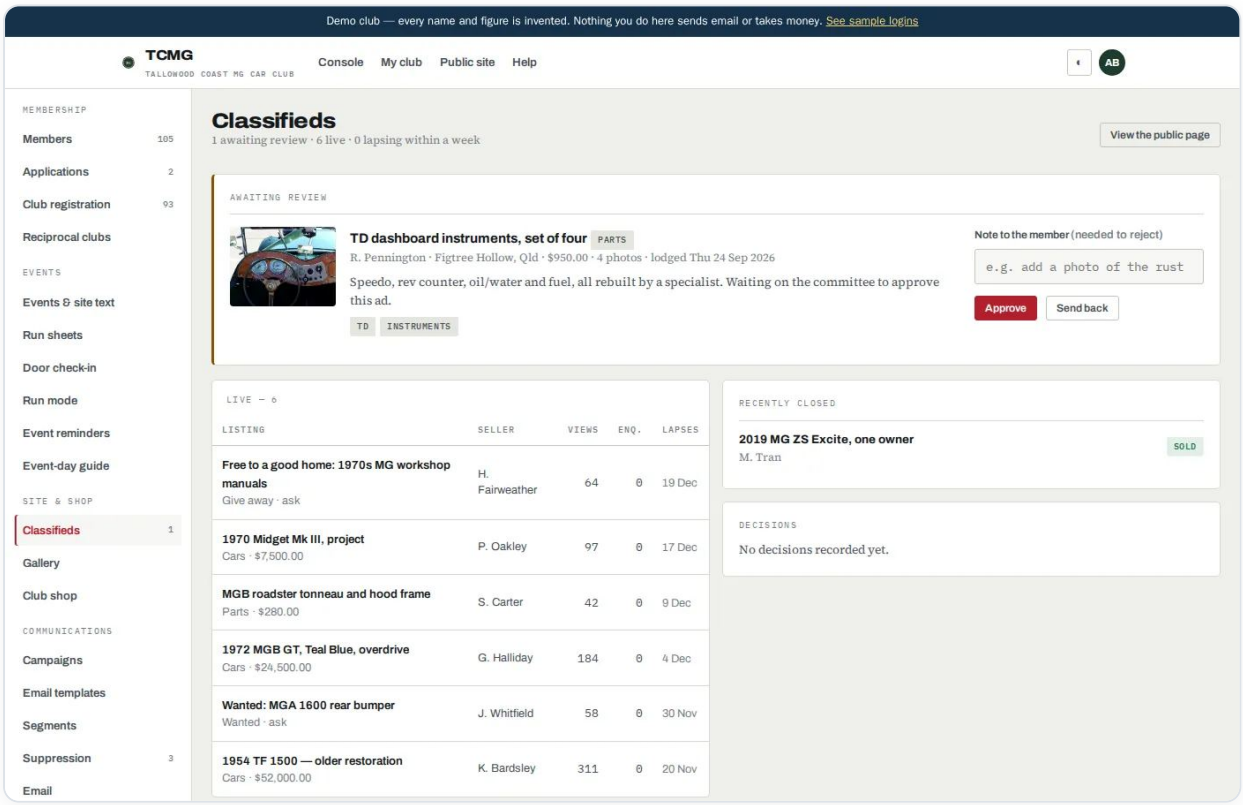
The Moderator role looks after what members put on the public site: classified ads and photographs. Members' ads and uploads wait for you before anyone else sees them. Both screens are under **Site & shop** in the console sidebar; the number beside each says how many are waiting.

Classifieds

Members lodge ads for cars, parts, wanted items and give-aways from their My club page. **Site & shop → Classifieds** shows those awaiting review first, then the live ads, those lapsing soon, recently closed ads and your decisions.



An ad awaiting review, and the live list below.

To review an ad

1. Read the ad: the title, category, seller, price, photos and description.
2. If it's fine, press **Approve**. It goes live for 90 days, and the seller is told.

3. If something needs changing — a missing price, an unsuitable photo, an ad that isn't club business — type a **Note to the member** and press **Send back**. The note goes to the seller, who can fix the ad and lodge it again. A note is required to send an ad back.

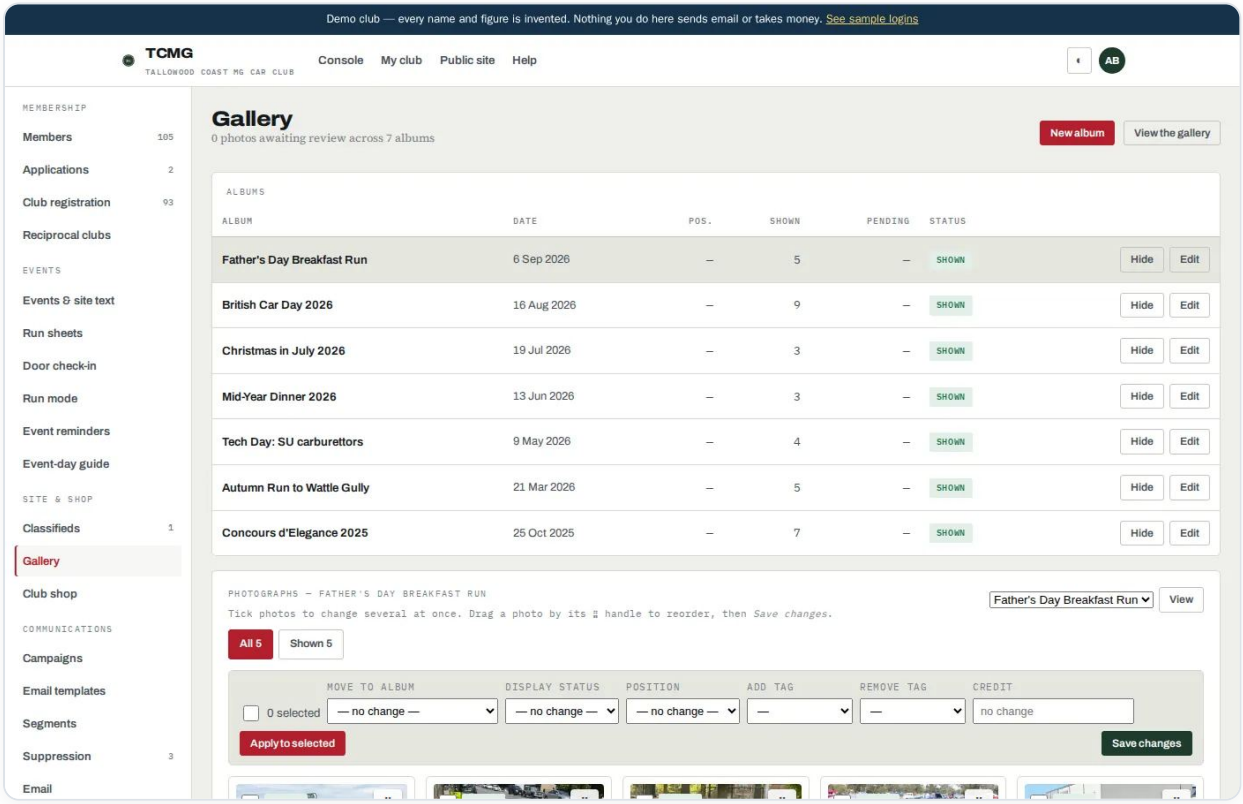
> Decide what the club accepts before the first ad arrives — for example, cars and parts related to the club's interest, no trade dealers — and apply it the same way each time. The **Decisions** log at the bottom records every approval and send-back with your name.

Live ads

The live list shows each ad's views, enquiries and when it lapses. Buyers contact sellers through the site, so members' email addresses are never shown. Near the end of 90 days the seller can renew their ad for another 90 days from My club, or mark it sold or withdrawn. Ads lapsing within a week are counted at the top of the page.

The gallery

Site & shop → Gallery holds the club's photo albums — usually one for each event. Members upload photos from their phones; those wait under **Awaiting review** at the top until you approve them. Photos you upload yourself appear straight away.



Albums, then the photos in one album.

Reviewing members' uploads

1. Under **Awaiting review**, look through the new photos.

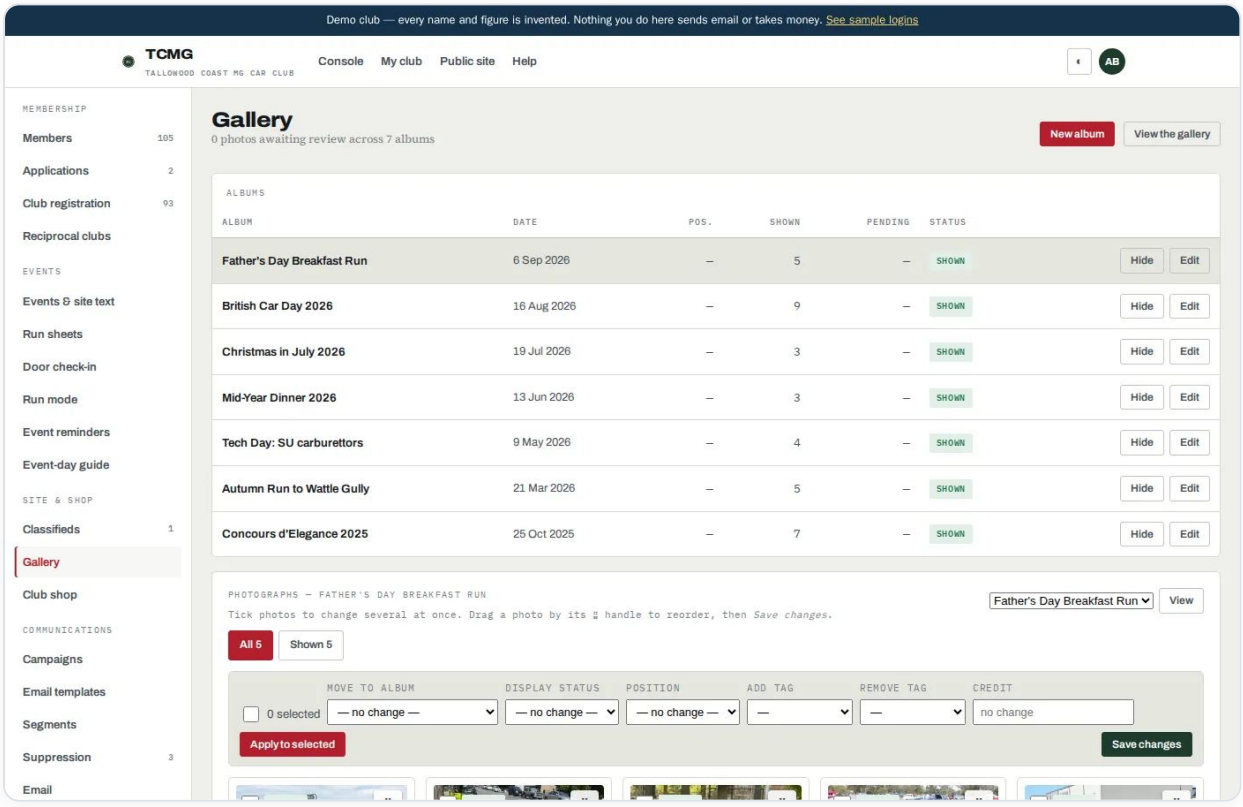
2. Tick the ones to keep and press **Approve selected**; tick any that shouldn't go up and press **Reject selected**.

Location data (where a phone photo was taken) is removed from every photo on the way in, so approving a photo never reveals a member's home.

Albums

- **New album** makes one: its title, date and a description shown under the title.
- **Edit** changes an album's title, date, description, **Cover photograph** and **Position on the gallery page** (1 is first; blank sorts by date).
- **Hide** takes an album off the gallery page and closes it to members; you can still open and edit it. **Show** puts it back.
- **Delete album** (on the edit form) removes an album you made, once it is empty.

Changing several photos at once



Tick photos, choose the change, press **Apply to selected**.

1. Pick the album in the drop-down beside **Photographs** and press **View**.
2. Tick the photos (click a photo to tick it; Shift-click ticks a run).
3. In the grey bar choose what to change: **Move to album**, **Display status** (Shown, Hidden, Awaiting review, Rejected, Removed), **Position** (move to front or end), **Add tag** or **Remove tag**, or the photographer **Credit**.
4. Press **Apply to selected**.

Order, captions and credits

To change the order, drag a photo by its ⣿ handle to where it should go, then press **Save changes**. On a keyboard, focus the handle and use the arrow keys. A photo's status and album can also be changed on its own card — press **Save changes** after. Give photos a photographer credit: members appreciate it, and it records where the club's pictures came from.

Uploading photos yourself

1. Open the album, then use **Add photographs to…** at the bottom of the page.
2. Choose up to 20 at once, and add a credit and tags if you like.
3. Press **Upload**. A progress bar shows how far through it is and roughly how long is left. Your uploads appear straight away.

Taking a photo down

When someone asks for a photo to come down — it shows them, their car's plate, or their children — act the same day:

1. Find the photo in its album and tick it.
2. Set **Display status** to **Hidden** (off the site, kept) or **Removed** (gone from the site), and press **Apply to selected**.
3. Let the person know it's done.

Both can be undone by setting the status back to **Shown**.

> Photos of children, or of anyone who has asked not to appear, should not go on the public gallery. When in doubt, hide it and ask.

Quick answers

If…	Then…
A member says their ad never appeared	Check **Classifieds**: it may be waiting for review, or it was sent back with a note — the note went to their email.
An ad has sold but is still up	Ask the seller to mark it sold from My club; it then leaves the live list.
A member's photos aren't on the gallery	They are under **Awaiting review** until you approve them.
An album is in the wrong place	**Edit** it and set its position, or blank the position to sort by date.